



JOB DESCRIPTION

JOB TITLE:	LUNCHTIME SUPERVISOR
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	IAG MANAGER
JOB GRADE:	2
HOURS OF WORK:	5 HOURS 13:00 – 14:00, Monday – Friday.

STATEMENT OF PURPOSE

To work under the direction and instruction of senior staff to provide the care of the children during the academy lunch break.

MAIN DUTIES AND RESPONSIBILITIES

Supervision of students:

- To patrol the dining hall, external areas, Year 7 courtyard and “out of bounds” areas regularly, or within the area designated to supervise.
- To ensure students are queuing appropriately and are well behaved whilst waiting to be served at all eateries.
- To supervise the academy gate (when directed), ensuring students leaving site at lunchtime are permitted.
- To supervise students before, during and after meals, including the supervising of children to deposit leftover food from plates into receptacles provided.
- To supervise students bringing in sandwiches, ensuring debris left by students is removed and cleaned.
- To summon help where necessary, in case of injury or illness, liaising with medical staff as required.
- To report any behavioural issues in line with academy policies.
- To assist students with their table manners and use of cutlery.
- To support relevant departments with the organisation of games and activities at lunchtime.

Resources:

- To be responsible for ensuring dining hall equipment is hygienically maintained.
- To help to maintain a safe working environment for students and staff by continuously monitoring dining and general circulation areas for food/drink spillages and taking prompt and effective action to deal with any such hazards in accordance with local procedures.

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- To complete tidy up activities and litter picking duties, as directed, before and after the lunchtime break, assisting in keeping the academy and grounds clean and tidy.

Academy Support:

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as and when necessary.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the academy day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
